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Training 4

31 Dec 53

MEMORANDUM FOR: Inspector General

SUBJECT : Office of Training Survey

REFERENCE : Memo from I.G. to DD/A TLO, dtd 24 November 1953,
subject: "Request for Information on Training Matters"

1. The information requested in referenced memorandum is furnished in the following paragraphs, which follow the order of your questions.

2. The preponderant opinion of Office Heads of the DD/A organization is that the Office of Training provides for an adequate degree of flexibility in offering and scheduling courses, and that OTR has been eminently cooperative in developing programs in response to the needs of the Offices.

3. Offices making up the DD/A organization have differing viewpoints concerning the desirability of retaining the present policy of mandatory training. However, taken together, the Offices which endorse the present policy employ well over half of the personnel who make up the DD/A organization. This Office supports the viewpoint that certain fundamental training should be mandatory for all Agency personnel. The information imparted through such training not only increases the ability of new employees to produce more effectively in a shorter period of time, but tends to unite them through a better understanding of this Agency's mission, organization and policies.

4. There is rather general agreement among all of our offices that the range of courses offered by OTR is not sufficient to encompass instruction on all responsibilities assigned to them. At the same time, however, it is the feeling of these offices that it would be neither feasible or desirable for OTR to try to expand its course program to change this situation. It almost unanimously agreed that such training needs as are not filled by OTR can be best met by the offices themselves, occasionally with the assistance of OTR. The reasons given for this stand include: (1) subject matter sometimes so specialized that outside facilities might be more profitably and economically utilized (e.g. law school seminars to cover specialized subjects such as admiralty law, tax and real estate law; similarly personnel courses available outside CIA might be arranged for individual employees of the Personnel Office); (2) number of personnel needing training in the skills required by the office is so small (e.g. Audit) that any OTR program would not be practicable; and (3) in some

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instances the training to be done falls in such specialized fields (medical and security) that the office concerned is in the best position to give the necessary instruction.

5. A considerable amount of regular course training work is done in the DD/A organization. Formal courses are conducted by the Medical Office, Security Office, General Services Office, and Logistics Office. The Personnel Office and the Comptroller's Office operate on-the-job rotation and training programs which do not conform to prescribed course outlines and schedules and are therefore not classified as "courses." The individual courses given by the various DD/A offices are described in the separate memoranda attached.

6. Systems in operation in the DD/A organization for recommending and accomplishing training are reviewed in the reports of the individual offices attached.

7. The number of exemptions from attendance at mandatory courses requested by DD/A offices is negligible. Most offices have asked for no exemptions at all. The Medical Office has requested four exemptions, and Logistics one. The Security Office obtained blanket exemption for eighteen unvouchered employees allotted to field positions [REDACTED]. However, upon transfer to departmental positions these people will be enrolled in the various courses where mandatory attendance has been set up. In addition, a night Security Officer has been exempted because of his inability to serve in a duty status during daytime hours.

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[REDACTED]
Training Liaison Officer
Office of DD/A

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